

Accounting Team Standard Operating Procedures

Job Title: Motor Pool Accounting Tech I ()

Job Summary: Reconcile P-card transactions and process incoming checks for the Division

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Reconcile P-card Transaction for the Service Writers from Procurement / Operations.** Duties include: Opening, stamping, dating, and filing incoming mail, finding invoices in files to go in batch, matching bank transactions to purchase orders, and calling vendors for copies of invoices not sent to Fleet Operations. See the attached flowchart (W)
- **Process checks sent to the Division of Fleet Operations for deposit.** Duties include: logging checks into the check log book, and sorting, copying, and preparing DF-55's for the Division accountants. See the attached flowchart (twice a week, typically Tuesday and Friday)

Screens in FleetAnywhere (or other software programs) that I am responsible to input data into

- Once the reconciliation process is completed for the given week the Accounting Tech saves the reconciled history in the P-card reconciliation system by date.
- DF-55 check information is entered and saved in a Microsoft Excel file by date.

Person(s) that backs me up when I am sick or on vacation

- Other two Accounting Techs (currently Kelly Kay and Tracie Brush)